

**Cabinet for Health and Family Services**  
**Department for Medicaid Services**

**INSTRUCTION SHEET**  
**FOR MAP 572B**  
**Foster Parent Provider Agreement**

1. The foster parent contacts the broker in order to make application.
2. The broker sends the foster parent an application packet with the MAP 572B.
3. The foster parent completes the MAP 572B and returns it to the broker with the appropriate documentation (copies of driver license, insurance, and vehicle registration).
4. If the MAP 572B is not completed correctly, or if the appropriate documentation does not accompany the MAP 572B, the broker returns it to the applicant for corrections.
5. Once the foster parent makes the necessary corrections, he or she is to return the MAP 572B to the broker. The broker then forwards the application and documentation to the Office of Transportation Delivery.
6. The Office of Transportation Delivery (OTD) verifies the foster parent has had a background check by reviewing the foster parent list provided by the Department for Medicaid Services. If the foster parent's name is on the list, a background check has been completed and OTD staff sign and date the appropriate box on the MAP 572B. If the foster parent's name is not on the list, the application is denied. A denial notice is sent to the applicant explaining the reason for the denial. This denial notice must contain appeal rights according to 907 KAR 1:563.
7. If the foster parent's name is on the list a background check has been completed and OTD signs off on it and forwards it to First Health for imaging. First Health reviews the application and if it passes their inspection they forward it to the Department for Medicaid Services, Provider Enrollment.
8. Provider Enrollment reviews the application and approves it. It is then returned to First Health for assignment of a provider number. First Health sends the number to the recipient and the Office of Transportation Delivery 200 Mero Street, W3-10-01, Frankfort KY 40622.

